



# HEALTH PROGRAM MANAGER II

KH04/8428 – Exam Code: 1RC21

OPEN – STATEWIDE

CONTINUOUS FILING

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

## EXAMINATION BASE MULTI-DEPARTMENTAL OPEN FOR:

**California Prison Health Care Services (CPHCS)**  
**California Department of Corrections and Rehabilitation (CDCR)**

Positions currently exist in Sacramento with California Prison Health Care Services and Department of Corrections and Rehabilitation and at Pelican Bay State Prison.

## POSITION DESCRIPTION

A Health Program Manager II, under general direction, plans, organizes and directs the work of staff administering comprehensive health programs or projects. Positions are typically used at the section level and above and either: 1) serve as Assistant Chief of a major program and have responsibility for a portion of a large well-defined program with multidisciplinary staff. Responsibilities include complex staff services functions in addition to program responsibilities; 2) serve as Assistant Chief of a major program and have responsibility for a portion of a moderate size or statewide health program with a wide variety of program area, developmental projects or pilot projects, and diverse funding sources. Responsibilities usually include program development for grant proposals and multiple complex contracts requiring a high level of program knowledge; or 3) have full management and supervisory responsibility for a small complex program with emphasis on health program knowledge and requiring staff services skills.

## WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

## HOW TO APPLY

Submit an Examination Application (Std. Form 678) and a Supplemental Application to the address listed below:

### By mail with:

or

### In person with:

California Prison Health Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038

California Prison Health Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95814

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The Supplemental Application for Health Program Manager II can be downloaded from the State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov), CPHCS' website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov) or CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) or copies can be obtained by calling (916) 445-1086.

**NOTE: Only applications with an original signature will be accepted.**

## DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

## APPLICATION DEADLINE/ TESTING PERIOD

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

## SALARY RANGE

**Currently, as of July 1, 2007:**  
**\$5,576 - \$6,727** per month

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

## BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### Either I

One year of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.

### Or II

Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.

### Or III

Experience: Four years of progressively responsible experience in health program administration, at least two of which must have been with independent responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. This experience must include program planning and/or evaluation experience and the making of recommendations to management. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for one year of the required general experience.) **and**

Education: Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

## EXAMINATION PLAN

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. See "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

### Training and Experience Assessment – Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

#### A. Knowledge of:

1. Public health, mental health and health care services programs and trends.
2. Problems and procedures involved in establishing community relationships and assessing community health program needs and resources.
3. Preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers.
4. Principles and methods of public administration including organization, personnel and fiscal management.
5. Methods of preparing reports.
6. Research and survey methods.
7. Methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation.
8. Procedures, planning, implementation and monitoring of programs.
9. Design and plan for coordination of programs with Federal and local agencies.

**EXAMINATION PLAN**  
**Continued**

10. Legislative processes.
11. Principles and practices of employee supervision, development and training.
12. Methods and techniques of effective leadership.
13. Federal, State and local health programs, policies, objectives, and constraints.
14. Equal Employment Opportunity (EEO) Program objectives.
15. Principles and techniques of management and public administration.
16. Federal, State and local standards, issues, policies and priorities related to health services financing, health services delivery, health promotion, disease prevention, and environmental factors impacting health.

**B. Ability to:**

1. Assist in development of public health and health care projects.
2. Apply health regulations, policies and procedures.
3. Participate in monitoring and evaluating health programs and projects.
4. Gather, analyze and organize data related to health programs.
5. Analyze administrative problems and recommend effective action.
6. Communicate effectively.
7. Act as program liaison with staff in other programs at the Federal, State, and local level.
8. Assist in planning, conducting and evaluating of field projects.
9. Recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes.
10. Analyze proposed legislation, regulations and health program standards.
11. Provide consultation and technical assistance to local agencies.
12. Serve on task forces and committees as a program representative.
13. Supervise staff.
14. Manage a health program or project.
15. Establish and maintain priorities.
16. Effectively utilize available resources.
17. Apply and recommend changes in health regulations, policies and procedures.
18. Establish and maintain cooperative relations with a variety of governmental, educational and provider entities.
19. Effectively carry out Equal Employment Opportunity (EEO) Program objectives.
20. Manage a major health program(s) or project.
21. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health programs and project activities.
22. Work effectively with various health disciplines and community agencies and lenders in coordinating health services and implementing health programs and in developing and interpreting health policies, regulations and procedures.
23. Negotiate and coordinate policy relationships with Federal, State and local agencies.
24. Utilize public administration methods including budgeting and personnel practices in achieving implementation of legislation and new health programs statewide.
25. Serve as a technical program expert to higher level management and represent the department's position before legislative committees and other State agencies.

**SPECIAL TESTING**  
**ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**ELIGIBLE LIST**  
**INFORMATION**

The resulting multi-departmental open eligible list will be established to fill vacancies for CPHCS and CDCR. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/**  
**CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

### GENERAL INFORMATION

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**The California Prison Health Care Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)